

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION CR Project Management/ PJD Support Unit	
WORKING TITLE Project Management PJD Support Senior	POSITION NUMBER 906-100-3161-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Office of Design Chief, the incumbent will assist the Central Region Project Development Chief and the Division Office Chiefs in: developing, analyzing and monitoring workload and resource allocation and distribution; analyzing and monitoring Division and Design Office budgets; monitoring project scheduling for projects in Central Region Project Development. The incumbent will assist in developing and maintaining project priority lists for the various functional units within Project Development. The incumbent will be assigned other regional work to assist the Office Chiefs and Division Chief of Project Development.

The incumbent will direct the Computer Aided Drafting & Design (CADD) Support Unit in CADD system administration and maintenance and in CADD software evaluation, installation, updating, and development.

Senior Transportation Engineer (Civil) requires registration as a professional engineer in the State of California.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
65% E	Analyze and monitor: Division and Design Office budgets; workload; resource allocation and distribution; and scheduling for the various functional units in the Project Development Division. Perform other regional work to assist the office Chiefs and Division Chief of Project Development.
15% E	Direct the CADD support Unit in: routine CADD system administration and maintenance; routine system and application software updates; maintaining and updating CADD equipment inventory; Maintaining consistent CADD workstation configurations; providing CADD support and training to users; developing and evaluation of District developed application software.
10% E	Provide early warnings for delivery and resource issues that need management involvement and work to obtain resolution.
10% M	Assist in the development and maintenance of project priority lists for the various functional units within the Project Development division.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervise CADD Support and Caltrans Administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a thorough knowledge of the Caltrans project development process, transportation economics, budgeting and financing. Ability to identify potential resource and delivery problems and recommend an effective course of action. Ability to effectively communicate both orally and in writing.

Incumbent must have a general knowledge of the Central Region's computer network and CADD system. Incumbent must have the ability to identify regional CADD system needs and make recommendations.

The incumbent must possess a general knowledge of budgeting, computer systems and databases, and project

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development. Incumbent must have the ability to plan, organize, compile, and analyze data; make appropriate recommendations; establish work priorities; and communicate effectively in verbal and written form. Must be able to work independently and interface with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Reports and recommendations generated by the incumbent have significant impact on individual project delivery and collectively for all project development work within the Central Region. Providing inaccurate, incomplete, or untimely information could jeopardize project and program delivery. Project delivery failure could lead to loss of credibility for Caltrans with the Commission, local agencies and the public.

The incumbent, with direction, will be responsible for performing duties on schedule as assigned. Failure to meet schedules may result in failure to interpret data correctly and could result in loss of time, effort, and effective use of funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain strong working relationships with project managers, functional managers, and affected Division management throughout the Region and Districts.

Incumbent must maintain a strong working relationship with District Information Technology Staff. Contact outside of the Region will be less frequent, but will include other districts, Division of Engineering Services (DES), and HQ Information Technology staff.

The incumbent will be required to work effectively and coordinate with others in Central Region Project Development and Program/Project Management to assist in coordinating various project assignments and workload activities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Other physical requirements listed, but not limited to, are walking, climbing stairs, lifting/carrying light objects without causing injury (i.e. books, binders, plan sheets, boxes of plotter paper or printer paper, etc.), twisting, stretching, bending, stooping and kneeling.

The workload is subject to frequent, substantial, and unexpected changes within a short time period. Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing. The incumbent must grasp the essence of new information and master new technical and business knowledge.

Incumbent must be able to evaluate and decipher critical calculations, data and other material that will require long periods of concentration and mental focus. The incumbent must be able to work within a noisy and occasionally disruptive work environment. The incumbent must be able to handle a number of multitasking assignments and deadlines to complete the requirement of the job.

The incumbent must be able to develop and maintain cooperative relationships with others individually and within a team environment, and respond appropriately to difficult situation. The incumbent must be able to resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office environment under artificial lighting, and may be with in a confined space such as a cubical or workstation. The incumbent may also be asked to travel on one-day trips as well as one or several overnight trips.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE